Non-Military Affidavit

I.   Introduction

Non-Military Affidavits, as to individual Defendants, are filed as part of the Default Order and Judgment Process. They are filed simultaneously with the Motion for Default Order, Bill of Costs, and any Affidavits in Support of the Motion for Default Order.

II.   Procedure

Step 1.   Click on **Adversary** on the ECF Main Menu Bar.

Step 2.   Click on **Notices/Miscellaneous.**

Step 3.   Insert the case number using the YY-NNNN format.

❏   Click **Next**.

Step 4.   Confirm the adversary proceeding name and number are correct.

❏   Select the event **Non-Military Affidavit** from the list.

❏   Click **Next**.

Step 5.   The **Select the Party:** screen displays.

❏   From the list, choose the party or parties filing the Non-Military Affidavit.

❏   Click **Next**.

Step 6.   The **Filename** screen displays.

❏   Click on **Browse...** to locate the PDF document you created. Be certain to right-click and open the document to verify it is the correct one.

❏   Click **Open** to paste the document into the **Filename** field.

❏   Click **Next**.

Step 7.   The modifiable docket text screen displays. Unless this is other than the original Non-Military Affidavit, it is not necessary to use the drop-down modifiers.

❏   Click **Next**.

Step 8.   The **Docket Text: Final Text** screen displays.

❏   Verify the case name and number again. Verify the docket text.

❏   Click **Next**.

Step 9.   The **Notice of Electronic Filing** displays.

III.   **Follow-Up**
After filing the Non-Military Affidavit, the Bill of Costs, if any, and the Motion for Order of Default, the Order Allowing Default (**Upload Order on Previously Filed Motion or Document**) and the Judgment (**Upload Order No Separate Motion**) will need to be uploaded for review and signature.